

DUTY STATEMENT

Classification: Energy Commission Specialist II (EFF)	Position No. 410-4936-004
CBID: R10	Office: Appliances and Process Energy
Date Prepared: October 14, 2011	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Process Energy Office of the Efficiency and Renewable Energy Division, the incumbent will serve as the prime resource compliance program lead and shall be the primary resource for all appliance efficiency compliance matters, particularly those which are the most sensitive and complex due to rapid technology development; supply chain and legal issues. The incumbent will provide expert guidance in regard to technical and regulatory issues involved with ensuring industry compliance with the Appliance Efficiency Regulations and provide guidance and assistance to staff assigned to certification, outreach, and enforcement activities. The incumbent will evaluate proposed state and federal regulations to identify compliance concerns and recommend solutions to standards development team members and management. The incumbent will have high levels of legislative and media attention. These functions are essential in achieving California's goals to reduce plug load statewide through appliance energy efficiency activities.

WORKING CONDITIONS. Work is performed primarily indoors in an office setting. Occasional travel may be required to attend workshops, meetings or conferences.

DUTIES AND RESPONSIBILITIES: The incumbent will manage the Appliance Efficiency Compliance Program and serve as the prime resource subject matter expert on data certification and reporting requirements and appliance labeling and marking. Specific duties include:

- 40% Serve as the prime resource subject matter expert in the appliance efficiency compliance program related to evolving technology and Title 20 requirements, including implementation and enforcement issues. Respond to the most sensitive and complex inquiries from product manufacturers, industry groups, government agencies, and efficiency advocates. Participate in public and private collaborative efforts related to appliance efficiency standards or education and outreach. (E)
- 40% Serve as the prime resource expert Compliance Program lead, providing guidance to staff assigned to certification, outreach, and enforcement responsibilities. Coordinate certification, outreach and enforcement tasks, set

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priorities, and assign work. Peer review staff work to ensure that it is representative of completed staff work and assist with orienting, mentoring and training entry and journey level program staff. Ensure productive business practices; evaluate and recommend solutions to program and administrative process problems; prepare and update operational procedures and protocols. (E)

- 5% Develop and issue procurement documents such as RFPs, IFBs, and Interagency Agreements for necessary compliance program support. Evaluate proposals; negotiate and write work statements; manage contractor efforts; review and approve products and invoices; analyze and evaluate results. (E)
- 5% Present conclusions and recommendations and advise the Commission, other governmental agencies, and stakeholders on appliance efficiency issues. Testify on request at Commission hearings or on behalf of the Commission before regulatory bodies on issues associated with appliance efficiency. Keep current with new technologies, trends, policies, legal matters and other appliance efficiency issues. Assist with standards development and other activities for the appliance efficiency program as well as for other Commission programs as needed. (E)
- 5% Attend workshops, hearings, and conferences on issues associated with appliance efficiency compliance. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div>_____/_____ VACANT Date Energy Commission Specialist II (EFF)</div>	<div>_____/_____ PAULA DAVID Date Energy Commission Supervisor II (EFF)</div>